

ARMY REGULATION

No. 600-8

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 27 July 1973

PERSONNEL—GENERAL
MILITARY PERSONNEL OFFICES

This revision reflects the redesignation of Office of Personnel Operations (OPO) to US Army Military Personnel Center (MILPERCEN). Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Military Personnel Center.

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1. Purpose. This regulation prescribes—

- a. General policies governing the organization and operation of military personnel offices.
- b. The responsibilities for command and staff supervision of military personnel offices.
- c. Functions appropriate to the military personnel office.

2. Explanation of terms. a. A Military Personnel Office is either a staff element of the organization being served or a separate unit responsible for storing and maintaining basic military personnel records, providing personnel management services which satisfy the requirements of commanders and individuals supported, and performing the necessary personnel management functions listed in paragraph 4. A military personnel office usually will bear one of the following designations: "Personnel Service Division (PSD)," "Personnel Service Company (PSC)," "Consolidated Personnel Office" or "Unit Personnel Section (UPS)." A military personnel office may receive automatic data processing (ADP) support as an integral function of the office, or support may be provided by a separate organization entity. When provided, ADP support operates within the framework of the applicable automated personnel information system (PERSINS) cited in b through e below.

b. Personnel Management and Accounting Card processors (PERMACAP) is an automatic data processing system which deals with personnel data and links the system with the automated PER

SINS known as the Active Army Personnel Reporting System (AAPERS) operated at major Army command level under AR 680-2.

c. The Base Operating Information System (BASOPS) is a multifunctional system based on a service center concept for installations. The Personnel and Administration (P&A) subsystem will provide local personnel management information and a means for providing automated personnel data to the service centers supporting major commands. The P&A subsystem of BASOPS links installations with the AAPERS operated at major Army command level.

d. Combat Service Support System (CS₃) is a multifunctional system based on a service center concept for division and corps combat service support. The P&A subsystem of CS₃ provides a more comprehensive data base and an editing capability at the base level and also provides increased local personnel management information support. The P&A subsystem of CS₃ is linked with the automated PERSINS known as the Active Army Personnel Reporting System (AAPERS) operated at major Army command level under AR 680-2.

e. The Standard Installation/Division Personnel System (SIDPERS) will replace PERMACAP and the P&A subsystems of both CS₃ and BASOPS, and thereby standardize the personnel data base and automated management reports throughout the Army. SIDPERS will link all installations and activities with the AAPERS at

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major command and HQDA levels and will provide interface with other automated systems such as the Joint Uniform Military Pay System (JUMPS-Army) and the Trainee Accounting Management System (TAMS).

f. PERSINS functional manager is a term that is synonymous with adjutant general and/or personnel officer in an automated PERSINS environment (AR 680-60).

3. General policies. *a.* Military personnel offices will be established and organized in accordance with approved TDA, MTOE, or JTD.

b. PERMACAP operations are governed by AR 680-4, as monitored by the United States Army Military Personnel Center, and technical documentation issued by the United States Army Computer Systems Command.

c. BASOPS personnel operations within the Management Information Systems Office of an installation will be governed by systems documentation prepared by HQDA under Army regulations in the 18 series.

4. Functions of the military personnel office. The major functions of the military personnel office are to—

a. Accurately prepare and promptly submit personnel data that must be reported under the appropriate automated PERSINS (para 2b through 2e), as applicable.

b. Forward documents that affect the pay of assigned or attached personnel to the servicing finance and accounting officer.

c. Establish an effective suspense system to insure completion of selected personnel actions that must be accomplished by a specified date.

d. Establish necessary controls to insure that commanders of individuals eligible for MOS testing and evaluation under the Enlisted Evaluation System are appropriately advised and insure that appropriate action is taken on individuals not tested and evaluated.

e. Prepare, maintain, and process personnel rosters and reports and other statistical information as required.

f. Verify and correct data on automated recurring rosters and reports according to prescribed procedures and time frames.

g. Requisition, select, classify, assign, and monitor utilization of military personnel.

h. Insure that personnel requirements are accurately reported to HQDA. Advise units when personnel data in MTOE and TDA are inaccurate or incomplete (e.g., incorrect MOS, branch or grade, lack of SQI, ASI or standard remarks when required).

i. Prepare, maintain, and insure proper disposition of personnel records.

j. Process actions required under the Officer Efficiency Reporting System, Proficiency Pay System, Variable Reenlistment Bonus Program, DA Centralized Enlisted Promotion Program, and Personnel Affairs Programs not covered in AR 608-1.

k. Process appointments, promotions, reductions, and demotions.

l. Process applications for special training, schooling, special assignments, and details.

m. Initiate, control, and conduct the processing of incoming and outgoing personnel, and inspect personnel records to insure that personnel data are correct.

n. Process applications and personnel actions for relief from active duty, discharge, and retirement.

o. Accomplish sample surveys and support Military Occupational Data Bank (MODB) surveys of military personnel.

p. Report casualties.

q. Provide administrative support for the reenlistment program.

r. Prepare and process miscellaneous personnel actions.

5. Responsibilities. *a.* The Commanding General, US Army Military Personnel Center will—

(1) Design and develop standards and procedures for operation of military personnel management activities and recommend procedures for procurement, selection, classification, assignment, utilization, and retention of military personnel.

(2) Develop specific plans and programs for personnel management of Army military personnel.

(3) Exercise staff responsibility at HQDA over the operation of military personnel offices, Army-wide.

(4) Develop and disseminate personnel procedures and operational guides for military personnel offices.

b. Commanders at all echelons are responsible for—

(1) Insuring the accuracy and timeliness of information on Morning Reports and other documents used to provide personnel data for the appropriate automated PERSINS (para 2b through 2e), including AAPERS.

(2) Insuring the accuracy, completeness and timeliness of input to servicing finance and accounting offices which affect pay changes to members' pay accounts.

(3) Proper utilization of assigned or attached personnel.

(4) Providing adequate personnel administration support.

(5) Insuring that all eligible personnel are MOS tested and evaluated under the Enlisted Evaluation System.

(6) Insuring that commanders of supported units are visited at least once during each calendar year quarter by adjutants general/adjutants to offer assistance on personnel management and administration matters.

c. Adjutants general/adjutants/S1 are responsible to commanders for—

(1) Staff supervision of military personnel offices unless the commander specifically assigns this responsibility to another staff element.

(2) Advising commanders on personnel management matters.

(3) Establishing Special Purpose Teams (e.g., Support, Inprocessing, Outprocessing, and Personnel Assistance Teams) to provide the personnel services identified in chapter 1, DA Pamphlet 600-8, when it becomes necessary to group certain individuals from the military personnel office together for a specific purpose.

(4) Insuring that Personnel Assistance Teams each month visit the supported units that are geographically dispersed from the servicing military personnel office.

(5) Insuring that commanders of supported units are visited at least once during each calendar year quarter by military personnel officers to offer assistance on personnel management and administration matters.

(6) Briefing supported commanders on their responsibilities under the personnel system in which operating, and keeping commanders informed of personnel problems, trends, and accomplishments.

(7) Responsibilities set forth in paragraph 5, AR 680-60.

d. Personnel officers are responsible for—

(1) Operation of the military personnel office.

(2) Maintaining close and continuous liaison with finance and accounting officers to insure that personnel pay documentation input is being provided in an accurate and timely manner.

(3) Responsibilities set forth in paragraph 5, AR 680-60, when performing as PERSINS functional managers.

6. Servicing attached or detached organizations. When units are attached, detached, or given independent or semi-independent missions, the commander issuing the orders will determine the required changes in personnel administration support and issue appropriate instructions in the implementing order.

7. Operations. a. Military personnel offices will process personnel management and administration matters, including automated PERSINS rosters, in accordance with procedures contained in DA Pamphlet 600-8. Exceptions are granted if procedures are in conflict with referenced Army regulations.

b. Commanders are authorized and encouraged to make optimum consolidation of military personnel offices in order to provide more effective and efficient operation.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPC-P5F-M), 200 Stovall Street, Alexandria, VA 22332.

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